

# Kingsmead

CARE

ASPIRATION

RESPECT

DETERMINATION

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September 2017

Dear Parent/Carer

## Year 7, 8 and 9 Tutor Evening – Thursday 12<sup>th</sup> October 2017 - Online Appointment Booking

We would like to invite you and your child to attend our Tutor Evening on **Thursday 12<sup>th</sup> October 2017** between 4.30pm and 7.30pm in the South Block. Please let us know in advance if you require lift access as some appointments will be upstairs. Parking will be available on the tennis courts.

This is an important evening and provides you with an opportunity to meet with your child's tutor to discuss their progress.

Appointments can be made from Thursday 28<sup>th</sup> September at 6.00pm and will close on Wednesday 11<sup>th</sup> October at 10pm. Appointments are with Form Tutors and are for 5 minutes. Should you wish to make any changes after this date please contact the school office. Leaders of Student Support and Leaders of Achievement will also be available on the evening.

**There will not be an opportunity to make appointments after Wednesday 11<sup>th</sup> October.**

We use an online booking system for parents to make appointments. Please visit [www.kingsmead-school.com](http://www.kingsmead-school.com) and click on the parents' evening booking icon (bottom left on the homepage) to book your appointment. (A short guide on how to add appointments is on the back of this letter).

Login with the following information:

Student's First Name:

Student's Surname:

Date of Birth:

If you do not have access to the internet, please contact the school office who will be happy to make an appointment on your behalf.

Yours faithfully



Ross Porter  
Assistant Headteacher  
Establishment Phase



Polly Stephenson  
Assistant Headteacher  
Advancement Phase

# Parents' Guide for Booking Appointments

**Parents' Evening System**

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs | First Name: Kichael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log in](#)

## Step 1: Login

Please fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

**Primary School Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

[Next](#)

## Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather manually choose the times to book with teacher/s, choose Manual. Then press *Next*.

*We recommend choosing the automatic booking mode when browsing on a mobile phone.*

**Choose Teachers**

If you don't want to see any teacher below, deselect them before clicking the button to continue.

**Ben**

- Mr J Brown (English)
- Mrs D Mumford (Mathematics)
- Mr J Sinclair (English)
- Mrs A Wheeler (Class 1/2)

**Andrew**

- Miss F Burton (Mathematics)
- Dr R McNamara (French)
- Mr J Sinclair (English)

[Continue to Book Appointments](#)

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teacher/s you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	⊖	✓	⊖
16:40		✓	
16:50	+		+
17:00			+

## Step 5b (Manual): Book Appointments

If you chose the manual booking mode, click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Add Appointment
✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

Home
Year 11 Subject Evening
Thursday, 19th April

16 Bookings
Send Feedback

This parent evening is for year 11. Please enter the school on the main entrance and follow the signs for the sign that shows the evening is taking place. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Notes
16:00	Mr J Brown	Ben	SENCO	AS
16:00	Mr J Brown	Ben	English	AS
16:00	Mr J Brown	Andrew	English	AS
16:00	Mr S. Wheeler	Ben	History	AS
16:00	Miss F. Kettle	Andrew	Mathematics	AS
16:00	Miss J. Fisher	Andrew	Science	AS

## Step 6: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

If after booking you need to change your appointments, click on *Amend Bookings*.

SOUTH BLOCK ROOMING FOR TUTOR EVENING – THURSDAY 12<sup>TH</sup> OCTOBER 2017

**Room S1**

Mrs Pike (7Pk)

Mr Cope (7Ce)

Miss Nash (7Nh)

Mrs Gibbs (7Gs)

**Room SU5**

Miss Bene (8Ps)

Mr Weston (8Wo)

Mrs Freeman (8Fn)

**Room SU7**

Miss Martin/Mrs Pearson(9Mi)

Mr Elkins (9En)

Mr McKie (9Me)

**Room S2**

Mrs Vestey (7Vy)

Mrs Harrison/Mrs Clements (7Hn)

Miss Newmarch (7Nr)

**Room SU6**

Mrs Phillips (8Pi)

Miss Mathias (8Mt)

Miss Whitcombe (8We)

**Room SU8**

Miss Fleming (9Fg)

Mr Martin (9Mn)

Mrs G Palmer (9Pm)